



# Oak Ridge Schools Employee Improvement Plan

Employee Name \_\_\_\_\_ School/Dept \_\_\_\_\_

School Administrator/Supervisor \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Employee Assignment \_\_\_\_\_

The purpose of this employee improvement plan is to identify areas of performance in need of improvement. We want to ensure that you are provided a clear explanation of improvement expectations and that adequate supports are provided. Our goal is to assist you in taking the steps necessary to meet job performance expectations.

Check all instructional areas that will be targeted in this employee improvement plan.

### Targeted Academic Instructional Areas:

<b>Designing and Planning Instruction</b>	
<input type="checkbox"/>	Instructional Plans (IP)
<input type="checkbox"/>	Student Work (SW)
<input type="checkbox"/>	Assessment (AS)
<b>Learning Environment</b>	
<input type="checkbox"/>	Expectations (EX)
<input type="checkbox"/>	Managing Student Behavior (MSB)
<input type="checkbox"/>	Environment (ENV)
<input type="checkbox"/>	Respectful Culture (RC)
<b>Instruction</b>	
<input type="checkbox"/>	Standards and Objectives (SO)

<input type="checkbox"/>	Motivating Students (MS)
<input type="checkbox"/>	Presenting Instructional Content (PIC)
<input type="checkbox"/>	Lesson Structure and Pacing (LS)
<input type="checkbox"/>	Activities and Materials (ACT)
<input type="checkbox"/>	Questioning (QU)
<input type="checkbox"/>	Academic Feedback (FEED)
<input type="checkbox"/>	Grouping Students (GRP)
<input type="checkbox"/>	Teacher Content Knowledge (TCK)
<input type="checkbox"/>	Teacher Knowledge of Students (TKS)
<input type="checkbox"/>	Thinking (TH)
<input type="checkbox"/>	Problem Solving (PS)

Check all professional conduct areas that will be targeted in this employee improvement plan.

**Targeted Professional Expectation Areas:**

	1 - Report to work acceptable for duty, and remain suitable while on duty, as articulated in the employee's job description.
	2 - Prepare for and perform all assigned duties as required by, and related to, the employee's job description.
	3 - Comply with justifiable directives issued by established lines of authority.
	4 - Identify, report and/or control, if possible, unsafe conditions and/or safety hazards to maintain safe and secure working and/or learning environments.
	5 - Demonstrate respect and integrity when interacting with students, parents, staff, community members, and other stakeholders.
	6 - Comply with federal laws/implementing regulations, state statues/implementing regulations, Board policies, and School System

	7 - Communicate in a truthful and timely manner about any matter of interest to the School System.
	8 - Acquire, use, maintain, and dispose of School System assets in an ethical and responsible manner in accordance with federal laws/implementing regulations, state statutes/implementing regulations, Board policies, and School System administrative procedures.
	9 - Maintain the confidentiality of information as required under federal laws/implementing regulations, state statues/implementing regulations, Board policies, and School System administrative procedures.
	10 - Report actions that may represent violations of federal laws/implementing regulations, Board policies, and School System administrative procedures.
	11 - Refrain from unethical activities that may reasonably interfere with either the employee's ability to effectively perform his or her duties as assigned or the legitimate operational interests of the School System.
	12 - Comply with all other federal laws/implementing regulations, state statues/implementing regulations, Board policies, and School System administrative procedures.

**Areas for Improvement:** Provide a written summary of performance areas checked above as needing improvement.

1.	
2.	

3.	
4.	
5.	

**Action Steps/Activities:** Identify specific action steps that the employee is expected to do to improve in the identified areas. Delineate specific, realistic, achievable activities for the employee.

1.	
2.	
3.	
4.	

5.	
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**Timeline:** Identify a timeline for achieving the action steps/activities.

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

**Differentiation of Activities to Support Improvement:** Identify specific resources and support systems available to assist the employee to improve performance (e.g., professional development, peer visits, content areas specialist, materials, etc.)

1.	
2.	
3.	

**Assessment of Improvement:** Identify how progress will be measured and assessed.

1.	
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2.	
3.	

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_